

CITY COUNCIL AGENDA

February 23, 2023

Tuesday, February 28, 2023

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Announcements
 - Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items*
3. Additions/Deletions to Agenda (*City Council or City Staff Only*)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda*
 - a. Approval of Council Minutes – February 14, 2023
 - b. Approval of Accounts Payable Listing
 - c. Staff Reports
 1. Utilities Reports (In Packet)
 2. Liquor Store Report (In Packet)
5. Source One Organics – Robert Nulph – Leachate (In Packet)
6. Otter Tail County Transfer Station – Chris McConn (In Packet)
7. Elevator/Fire Hall Land – Peter Scott (In Packet)
8. Geotech Boring 59/108 Project – Apex Engineering – Bob Schlieman (In Packet)
9. Police Department Scholarship – Jeff Stadum – (In Packet)
10. First Responders Appreciation Banquet – Joe Clausen (In Packet)
11. Administrator Report
12. Mayor Report
13. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/28/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, February 28, 2023 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 pm.

Clerk-Treasurer Danielle Harthun took roll call.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

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Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Engineer Bob Schlieman, Liquor Store Manager Maggie Johnson. General Attendance: Robert Nulph, Terry Gamble, Chris McConn, Peter Scott, Joe Clauson, Jeff Haugen, Steven Branby and Lou Hoglund from the Pelican Press were present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Foster to approve the agenda with the deletion of No. 9 Police Department Scholarship –Jeff Stadum and the addition of No. 14 Liquor Store Hire, No. 15 Source Water Protection Plan Application, No. 16 CEDA Project List, No. 17 Approval of City Hall Upper Level Closing Costs. Motion passed unanimously.

Motion by Foster, seconded by Markgraf to approve the consent agenda.

- a. Approval of Council Minutes – February 14, 2023
- b. Approval of Accounts Payable Listing
- c. Staff Reports
 1. Utilities Reports
 2. Liquor Store Report

Motion passed unanimously.

Liquor Store Manager Maggie Johnson asked Council to consider hiring Racheal Lynn at \$15.19, which is wage level one. Motion by Foster, seconded by Strand to approve the hire of Racheal Lynn as part-time liquor store clerk for \$15.19 an hour. Motion passed unanimously.

Peter Scott from the Farmers Elevator and Administrator Roisum spoke to Council about the land behind the Fire Hall. While looking into a possible local detour for the 2024 Complete Streets Project, they found out that part of the parking lot and the drainage area for the Fire Hall are actually on the Farmers Elevators property. If the City is willing to pay for the surveying costs, the Elevator will give the lot to the City. Motion by Foster, seconded by Strand to approve to pay for the surveying of the lot behind the Fire Hall for \$4,300. Motion passed unanimously.

Robert Nulph from Source One Organics spoke to Council about dumping leachate at the Wastewater Treatment Plant (WWTF). Leachate is the precipitation that travels through landfills. The City does have the capacity and it could be a great revenue source. Administrator Roisum recommended trying for six months and then reevaluating with leachate from the Clay County Landfill, as they will have the highest volume. Terry Gamble from PeopleService felt this could be a benefit for the City. Attorney Forsgren can draw up a six-month contract to be reviewed by Council at a future meeting. Motion by Strand, seconded by Foster to approve a six-month trial to accept leachate from Clay County Landfill. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about Geotechnical borings that should be completed as part of the design process for the Highway 59/108 Project. Two bids were received with Braun Intertec having the low quote of \$25,335. Motion by Markgraf, seconded by Strand to approve the Braun Intertec proposal for \$25,335. Motion passed unanimously.

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Chris McConn from Otter Tail County spoke to Council about the OTC Transfer Station in Pelican Rapids. The County would like to own the property before making capital improvements to the Transfer Station. It would be approximately 13 acres. Motion by Markgraf, seconded by Foster to approve a loose agreement for the purchase of approximately 13 acres around the transfer station. Motion passed unanimously.

Joe Clausen spoke to Council about the First Responders Appreciation Dinner that will be held this weekend. He is asking for a sponsorship from the City. Motion by Markgraf, seconded by Ballard to approve to use Liquor Store Funds of \$250 for the First Responders Appreciation Dinner. Motion passed unanimously.

Aaron Meyer from Minnesota Rural Water has met with Administrator Roisum about the Source Water Protection Plan Application. It is a grant for a spill response kit. Motion by Strand, seconded by Ballard to approve applying for the Source Water Protection Plan Grant. Motion passed unanimously.

Clerk-Treasurer Harthun spoke about the upper City Hall closing scheduled for March 1, 2023. Total closing costs will be \$28,080.61. Motion by Strand, seconded by Foster to approve closing costs of \$28,080.61 to NF Field. Motion passed unanimously.

Administrator Roisum asked Council to review the list for CEDA. Council will set a work session to better review the list before sending it to CEDA.

Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set city council agenda and prepped for the city council meeting, attended online DOT Random Drug and Alcohol training through LCSC, attended the Otter Tail County housing quarterly Teams meeting, attended the Countywide Emergency Preparedness Advisory committee meeting, met with the Mayor, Utility Clerk Gamble, and Aaron Meyer from MN Rural Water about the Wellhead Protection Plan and worked on the Source Water Protection Plan Implementation Grant application met with Superintendent Olson and Apex Engineering about GIS utility mapping, attended the Dam Removal and Restoration Progress meeting, met with the Mayor, PeopleService and Robert Nulph about leachate, conducted an interview with Liquor Store Manager Maggie Johnson with a prospective liquor store employee, gathered information and put together a project list for CEDA, met with Amy Baldwin from Otter Tail County about possible grant opportunities and attended the Fire Department's Annual Township meeting at the Fire Hall.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly Mayor's columns to the Pelican Press for publication, continued to visit with area businesses, attended a Teams Meeting of the Otter Tail County Housing at City Hall on February 15 with Administrator Roisum, attended a conference call with Wayne Hurley and Mallory Jarvi of West Central Initiative (WCI) regarding the two sets of crosswalk flashers near the Pelican Rapids High School (PRHS) and students not pushing the buttons before crossing U.S. Highway 59 and also spoke to PRHS Superintendent Korf regarding this same issue on February 15, attended a Wellhead Protection Meeting at City Hall with Administrator Roisum, Utility Clerk Gamble and Aaron Meyer of the Minnesota Rural Water Association on February 16 at City Hall, attended the Zest 4 Life Ribbon Cutting Ceremony at 28 North Broadway in Pelican Rapids on February 16, visited by phone on February 19 with a property owner on North Broadway regarding the 2024 Pelican Rapids Complete Streets Project and the temporary highway easements, attended a Pelican Rapids Dam Removal/River Restoration Construction Progress Meeting at City Hall on February 21 with Administrator Roisum, Superintendent Olson and personnel from the

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Minnesota Department of Natural Resources, Rachel Construction and Houston Engineering, attended a Leachate Meeting at City Hall on February 21 with Administrator Roisum, Robert Nulph of Source One Organics Inc. and Terry Gamble and Greg Stange of PeopleService, signed the Condominium Agreement between Vertin Funeral Home and the City of Pelican Rapids on February 21, conducted a “Conversations with the Mayor” session at Historic City Hall on February 23, worked at the City of Pelican Rapids booth of the Red River Valley Home & Garden Show on February 25 from 11 am to 5 pm at the Fargodome, attended the February 24 Community and Economic Development Associates (CEDA) Meeting at City Hall with Administrator Roisum and Ron Ziegler of CEDA joining by Zoom, met on February 27 with Administrator Roisum to review the agenda for this afternoon’s Council Meeting, met on February 27 at the Pelican Rapids Public Library with Mallory Jarvi of WCI regarding the student survey for the Safe Routes to School Project and attended the Pelican Rapids Area Fire Department Annual Meeting on February 27 at the Fire Hall.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 5:49 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer